

Communication Team Objectives November 2005

Product/Obj.	Steps to achieve product/obj.	Schedule	Status
<u>Product 1</u> <i>Description</i> RCP Fact Sheet <i>Person Responsible</i> Minkey/Garber	1) Initial Draft (Minkey) 2) Review (Communication Team/Workgroup 3) 3) AM Web Posting (Conrad)	1) October 2005 2) October 2005 3) November 2005	Complete.
<u>Product 2</u> <i>Description</i> Fees Fact Sheet <i>Person Responsible</i> Stach/Burkholder	1) Initial Draft (Stach) 2) Review (Communication Team, Hanson, Garber, Heinrich) 3) AM Web Posting (Conrad)	1) December 2005 2) January 2006 3) January 2006	Ongoing. Initial draft not started.
<u>Product 3</u> <i>Description</i> Revocation Fact Sheet <i>Person Responsible</i> Garber	1) Initial Draft (Garber) 2) Review – Communication Team/Workgroup 3) 3) AM Web Posting (Conrad)	1) October 2005 2) November 2005 3) November 2005	Complete
<u>Product 4</u> <i>Description</i> Newsletter <i>Person Responsible</i> Conrad/Burkholder	1) Draft Stories (Communication Team / Selected Authors) 2) Review (Hildreth) 3) Recode And Post On APII Web (Arvola)	1) as needed 2) after article is drafted 3) when article is complete	Has been changed to as needed basis.
<u>Product 5</u> <i>Description</i> Short-Term Web Modifications - ROP <i>Person Responsible</i> Conrad/Burkholder	1) Determine ROP Application Page Location (Burkholder, Minkey, Stewart) 2) Create/Modify Existing AM Web Pages To Accommodate ROP Application And Other Links (Conrad, Urbanski, Arvola)	1) October 2005 2) October 2005 3) November 2005	Ongoing

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	3) Review (Communication Team/Workgroup 3) 4) Add ROP Application Links To AM Web Pages (Conrad, Urbanski, Arvola, Contractor)		
<u>Product 6</u> <i>Description</i> ROP Press Release <i>Person Responsible</i> Swanson	1) Draft Press Release (Swanson) 2) Review (Communication Team/Garber/5 th Floor Administration) 3) Post on AM and APII Web (Conrad, Urbanski, Arvola)	1) November 2005 2) November 2005 3) November 2005	Started. The press release has been drafted and is currently being reviewed. Need to coordinate with Laurel and Mary Schlafer from the Governor's Office.
<u>Product 7</u> <i>Description</i> ROP FAQs <i>Person Responsible</i> Garber/Minkey	1) Draft FAQs (Garber) 2) Review (Communication Team) 3) Post on AM Web (Conrad)	1) October 2005 2) October 2005 3) November 2005	Draft and initial review completed.
<u>Product 8</u> <i>Description</i> AM Web (Internet and Intranet) Total Redesign <i>Person Responsible</i> Burkholder/Urbanski	1) Map Existing Pages/Links (Adm Ast/Contract) 2) Delete Old and/or Duplicative Pages/Links (Burkholder,Urbanski,Adm Ast/Contract) 3) Organize Sections/Subsections (Burkholder,Urbanski, Adm Ast/Contract, Arvola) 4) Review (Internal/External?) 5) Post (Urbanski/Arvola) 6) Draft New Language For Subsections As	Schedule To Be Determined Based On Availability Of Funding/Resources	Started. The permits section has been started. Anne Urbanski went through all of the permit webpages and made a listing. Other pages will be worked on later with Lena and the contractors.

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	Needed (Section Chiefs)		
Product 9 <i>Description</i> ROP Compliance Package <i>(Editing/Posting on Web)</i> <i>Person Responsible</i> Garber/Burkholder	1) Draft compliance package. 2) Review and edit (Jordon Hanson). 3) Post on web (Conrad/Urbanski)	1) November 2005 2) December 2005 3) December 2005	Draft reviewed and edited.
Product 10 <i>Description</i> ERP <i>Person Responsible</i> Burkholder	1) Program Roll Out - advertise program - provide technical assistance to facilities - Develop web based materials et.al	1) Summer / Fall 2006	Not started.
Product 11 <i>Description</i> Best Mgt. Practices <i>Person Responsible</i> Burkholder	1) Create a pamphlet 2) Review the pamphlet 3) Distribute the pamphlet	1) summer / fall 2006 2) summer / fall 2006 3) summer / fall 2006	Not started.
Product 12 <i>Description</i> Basecamp Evaluation <i>Person Responsible</i> Conrad	1) draft questions 2) send survey to APII members 3) draft summary report	1) November 2005 2) November 2005 3) December 2005	Questions drafted and sent to APII internal members.